

**AGENDA ITEM
BOARD OF TRUSTEES
AGENDA**

<input type="checkbox"/> Workshop	<input checked="" type="checkbox"/> Regular	<input type="checkbox"/> Special
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- (A) **Report Only** **Recognition**

Presenter(s):

Briefly describe the subject of the report or recognition presentation.

- (B) **Action Item**

Presenter(s): GILBERTO GONZALEZ, SUPERINTENDENT OF SCHOOLS
JESUS ARTURO COSTILLA, EXECUTIVE DIRECTOR FOR HUMAN RESOURCES

Briefly describe the action required.

CONSIDER AND TAKE APPROPRIATE ACTION ON THE REQUEST TO APPROVE THE SUMMER WORK SCHEDULE FOR THE DISTRICT SERVICE CENTER STAFF AND THE CAMPUS ADMINISTRATIVE STAFF FOR THE MONTHS OF JUNE, JULY AND AUGUST.

- (C) **Funding source: Identify the source of funds if any are required.**

- (D) **Clarification: Explain any questions or issues that might be raised regarding this item.**



EAGLE PASS INDEPENDENT SCHOOL DISTRICT

TO: Ignacio J. Saucedo, Eagle Pass ISD Board President & Board Members

FROM: Gilberto Gonzalez, Superintendent of Schools

DATE: April 07, 2015

SUBJECT: Recommendation on the 2015 Summer Work Schedule

On March 31, 2015 a Summer Work Schedule ballot with 7 options was given to the DSC and Campus Administrative Staff for voting purposes. Based on the final tally which reflects Option 1 as the winner, I am recommending Option 1 for School Board approval as follows:

Schedule starts on Tuesday, June 09, 2015 and ends on Monday, August 3, 2015

<p>Tuesday through Monday 7:30 a.m. – 5:30 p.m. with ½ hour for lunch (Friday Off)</p> <p>District Service Center 38 hour summer work week (Employees working 40 hours regular work week)</p> <p>Campuses 37 ½ hour summer work week* (Employees working 37 ½ hours regular work week) *(Dismissal time on Thursday - 5:00 p.m.)</p>

The leave schedule for exempt (salaried) employees will be:

Days Absent	½	1	1 ½	2	2 ½	3	3 ½	4
Time Docked	½	1 ½	2	2 ½	3	4	4 ½	5

Leave shall be recorded in 15 minute increments for non-exempt (hourly) employees based on leave used.

Supervisors will ascertain that the working hours are adhered to without exception.

Tax Office and Central Receiving Warehouse will remain open from Monday through Friday. Transportation Department must follow the Summer School Schedule.

2015 Summer Schedule Tally Sheet

Campus / Dept	Option 1	Option 2	Option 3	Option 4	Option 5	Option 6	Option 7
Benavides	3	0	0	0	0	3	0
Cerna	5	0	0	0	0	0	0
Darr	6	0	0	0	0	0	0
ECC	6	0	0	0	0	0	0
Gallego	1	0	0	0	0	0	0
Glass	0	0	0	0	0	0	0
Gonzalez	5	0	0	0	0	1	0
Graves	6	0	0	0	0	0	0
Kennedy	4	0	0	0	0	0	0
Kirchner	2	0	0	0	0	0	0
LDC	5	0	0	0	0	0	0
Lee	1	0	0	0	0	0	0
Liberty	5	0	0	0	0	0	0
Mancha	3	0	2	0	0	0	0
Rosita Valley	6	0	0	0	0	0	0
RVLA	6	0	0	0	0	0	0
Sam Houston	6	0	0	0	0	0	0
San Luis	6	0	0	0	0	0	0
Seco Mines	5	0	0	0	0	0	0
CC Winn/CTE	29	0	0	0	0	0	0
EPHS	11	2	2	1	1	0	2
EPJH	4	0	0	0	0	4	1
MJH	8	0	0	0	0	0	0
Athletics	15	0	0	0	0	28	0
Curr. & Inst.	15	0	5	0	0	0	1
Day Care Center	6	0	0	0	0	0	0
Federal Programs	6	5	0	0	0	1	0
Finance	27	3	1	0	2	1	0
Human Resources	5	0	2	0	0	1	0
Inst. Tech/TBWH	4	0	0	0	0	3	0
Multiplex	25	0	0	0	0	28	0
PEIMS/SE/PD	0	0	0	0	0	0	0
Staff Dev/PC	5	0	0	0	0	1	0
Supt. Office	0	0	0	0	0	0	0
TOTAL	241	10	12	1	3	71	4



EAGLE PASS INDEPENDENT SCHOOL DISTRICT

REVISED

TO: DSC, Multiplex, De Luna, SAC and Campus Staff as applicable
FROM: Gilberto Gonzalez, Superintendent *[Signature]*
DATE: March 30, 2015
SUBJECT: Summer Calendar Options

OPTIONS: Effective Tuesday, June 09, 2015 – Monday, August 3, 2015.

OPTION 1	OPTION 2	OPTION 3
Tues. - Mon.* 7:30 am - 5:30 pm (working hrs.) Lunch Noon - 12:30 pm (½ hr lunch) (38 hour work week) *Friday Off <input type="checkbox"/>	Tues. - Mon.* 7:15 am - 5:30 pm (working hrs.) Lunch Noon - 12:45 pm (45 min. lunch) (38 hour work week) *Friday Off <input type="checkbox"/>	Tues. - Mon.* 7:30 am - 5:45 pm (working hrs.) Lunch Noon - 12:45 pm (45 min. lunch) (38 hour work week) *Friday Off <input type="checkbox"/>
OPTION 4	OPTION 5	OPTION 6
Tues. - Mon.* 7:15 am - 5:45 pm (working hrs.) Lunch Noon - 1:00 pm (1 hr lunch) (38 hour work week) *Friday Off <input type="checkbox"/>	Tues. - Mon.* 7:30 am - 6:00 pm (working hrs.) Lunch Noon - 1:00 pm (1 hr. lunch) (38 hour work week) *Friday Off <input type="checkbox"/>	Tues. - Mon.* 7:00 am - 5:30 pm (working hrs.) Lunch Noon - 1:00 pm (1 hr. lunch) (38 hour work week) *Friday Off <input type="checkbox"/>
OPTION 7		
Tues. - Mon.* 8:00 am - 5:00 pm (working hrs.) Lunch Noon - 1:00 pm (1 hr. lunch) (40 hour work week) *Friday working day <input type="checkbox"/>		

The following is the leave schedule for exempt (salaried) employees:

Days Absent	½	1	1 ½	2	2 ½	3	3 ½	4
Time Docked	½	1 ½	2	2 ½	3	4	4 ½	5

Leave shall be recorded in 15 minute increments for non-exempt (hourly) employees based on leave used.

The Summer Schedule will apply to school district employees as determined by the Superintendent.

1. All Custodians Warehouse, Textbook, and Print Shop Staff are included in the summer schedule.
2. All schools will be closed on Fridays. (Excluding Summer School Programs)
3. Campus Principals will arrange work schedules as per campus needs.
4. Maintenance Department will be included in the summer schedule. A skeleton crew will be assigned for Fridays using a flex schedule.

Signature _____

Department: _____

Employee Name: _____

Date: _____

Return this form to the Human Resources Office no later than Thursday, April 02, 2015.